

# **City of Vienna**

**Budget and Finance Meeting  
Council Chambers  
609 29<sup>th</sup> Street, Vienna, WV 26105  
June 7, 2022  
8:30 AM**

## **Unfinished Business – Ongoing:**

None.

## **Unfinished Business – CDBG:**

None.

## **New Business – CDBG:**

None.

## **Unfinished Business – Capital Projects:**

None.

## **New Business:**

- General Fund Budget revision #7
- General Fund Internal Budget Revision #3
- Estimate Submission for Spencer's Landing Dirt Project

**Next Regular Budget and Finance Meeting Date:**

**July 5, 2022 at 8:30 AM**

## MEMORANDUM

TO: JIM LEACH  
 FROM: Amy Roberts  
 SUBJECT: 21-22 GENERAL FUND BUDGET REVISION #7  
 DATE: 06/02/2022

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Unencumbered Fund Balance	289	Unencumbered Fund Balance	Carryover	442,123	3,261,997	3,704,120
			NET INCREASE / (DECREASE) TO REVENUE		3,261,997	
Transfers to other funds	444-88	Transfer to Capital Reserve	Transfer Carryover to Capital Reserve	0	2,731,997	2,731,997
Streets	570-58	Capital Outlay - Other	Additional Street project money	850,000	530,000	1,380,000
City Hall	440-11	Telephone	Amount to cover shortfall for the SEGRA phone system	5,000	13,450	18,450
Police Dept	455-11	Telephone		21,000	7,000	28,000
Fire Dept	500-11	Telephone		1,500	3,000	4,500
Parks	540-11	Telephone		2,000	9,500	11,500
Street	570-11	Telephone		1,500	1,700	3,200
Streets	570-26	Insurance	Correct error in original budgeted amount	15,000	15,750	30,750
Recorder	411-24	Audit	Additional year of audit costs	14,400	14,400	28,800
CONTINGENCIES	699		COVER THE ABOVE REVISIONS	113,480	-64,800	48,680
			NET INCREASE / (DECREASE) TO EXPENDITURES		3,261,997	

# INTERNAL BUDGET REVISION FORM

CITY OF VIENNA

STATE APPROVAL NOT REQUIRED

FUND: GENERAL

REVISION WITHIN SAME ACCOUNT CATEGORY

FISCAL YR: 21-22

REV NO: 3

DATE: 06/02/2022

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Mayor	409-26	Insurance	Transfer to cover budget shortfall	15,000	-1,355	13,645
	409-06	Retirement		15,000	1,275	16,275
	409-03	Salary		26,355	80	26,435
Personnel	422-21	Training & Education	Transfer to cover budget shortfall	1,200	-950	250
	422-06	Retirement		4,500	950	5,450
Purchasing	423-26	Insurance	Transfer to cover budget shortfall	1,000	-500	500
	423-14	Travel		250	-175	75
	423-06	Retirement		3,160	675	3,835
Building Insp	436-26	Insurance	Transfer to cover budget shortfall	4,200	-1,600	2,600
	436-06	Retirement		7,500	1,575	9,075
	436-04	FICA		9,040	25	9,065
Data Processing	439-05	Group Ins	Transfer to cover budget shortfall	38,836	-8,100	30,736
	439-22	Dues & Subscriptions		30,000	5,700	35,700
	439-41	Materials & Supplies		18,000	2,400	20,400
City Hall	440-15	Maint - Bldgs and Grounds	Transfer to cover budget shortfall	80,000	-2,000	78,000
	440-13	Utilities		17,000	2,000	19,000
Police Dept	455-26	Insurance	Transfer to cover budget shortfall	130,000	-2,700	127,300
	455-16	Maint - Equipment		32,000	-4,000	28,000
	455-41	Materials & Supplies		15,000	-1,000	14,000
	455-06	Retirement		20,000	2,700	22,700
	455-13	Utilities		18,000	4,000	22,000
	455-21	Training & Education		13,000	1,000	14,000
Fire Dept	500-21	Training & Education	Transfer to cover budget shortfall	14,000	-4,000	10,000
	500-14	Travel		6,500	-570	5,930
	500-13	Utilities		22,000	-1,400	20,600
	500-06	Retirement		78,000	-300	77,700
	500-57	Capital Outlay - Bldgs & Grounds		26,745	570	27,315
	500-58	Capital Outlay - Other		28,850	4,000	32,850
	500-43	Auto Supplies		12,000	1,400	13,400
	500-04	Fica		10,755	300	11,055
Parks	540-14	Travel	Transfer to cover budget shortfall	1,500	-1,500	0
	540-15	Maint - Bldgs and Grounds		58,142	-5,000	53,142
	540-17	Maint - Autos		12,000	-5,000	7,000
	540-21	Training & Education		1,500	-1,500	0
	540-30	Contract service		20,000	-5,000	15,000
	540-43	Auto Supplies		14,000	-2,000	12,000
	540-45	Uniforms		3,000	-300	2,700
	540-68	Contributions		25,000	-4,000	21,000
	540-13	Utilities		46,000	16,050	62,050
	540-41	Materials & Supplies		50,000	8,250	58,250
Recreation	541-15	Maint - Bldgs and Grounds	Transfer to cover budget shortfall	47,500	-10,000	37,500
	541-41	Materials & Supplies		65,000	10,000	75,000
Pool	542-41	Materials & Supplies	Transfer to cover budget shortfall	22,000	-500	21,500
	542-11	Telephone		500	500	1,000
Code Enf.	725-05	Group Insurance	Transfer to cover budget shortfall	27,275	-975	26,300
	725-30	Contract Service		16,200	-240	15,960
	725-06	Retirement		4,630	975	5,605
	725-26	Insurance		2,500	240	2,740
Sr. Center	905-41	Materials & Supplies	Transfer to cover budget shortfall	14,000	-900	13,100
	905-06	Retirement		4,050	900	4,950
<b>TOTALS</b>				<b>1,132,688</b>	<b>0</b>	<b>1,132,688</b>

RESULTS OF COUNCIL REVIEW:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_ APPROVED BY COUNCIL

\_\_\_\_ DISAPPROVED BY COUNCIL

**FINANCE DEPT USE ONLY:**

REVISION COMPILED BY:

\_\_\_\_\_ / \_\_\_\_\_

REVISION POSTED TO LOTUS BY:

\_\_\_\_\_ / \_\_\_\_\_

REVISION POSTED TO BUDGETARY BY:

\_\_\_\_\_ / \_\_\_\_\_  
SIGNATURE DATE